STATE OF MONTANA
REQUEST FOR INFORMATION
DECEMBER 20, 2013

ECMS Specifications

Document Imaging Specifications		Out of the Box	Customization Required	3rd Party Application	Comments
1.	Does the ECM provide imaging software to import basic scanned documents?	Yes			
2.	Does the ECM support the following imaging capabilities:				
	Optical Character Recognition (OCR)	Yes			
	Intelligent Character Recognition (ICR)	Yes			
	Optical Mark Recognition (OMR)	Yes			
	Optical Bar Code Reader (OBR)	Yes			
	Mobile Capture – smart phones and other mobile devices	Yes			
3.	Is the system compatible with Multi-functional Devices (MFDs) i.e. copiers, mobile device capture, fax server, email, and file import?	Yes			
4.	Does the system have the capability to do batch scanning and indexing?	Yes			
5.	Does the system provide the ability to capture index information from scanning/capture software?	Yes			
Content Management Specifications		**Out of the Box**	**Customization Required**	**3rd Party Application**	**Comments**
1.	What kind of navigational capabilities does your solution support:				
	• Folders (similar to MS Windows Explorer)				
	• Key word search				
	• Formal taxonomy using document types and classes				
	• All of the above	Yes			
2.	Does your solution support remote access to the ECM system, i.e. for staff that work in the field and have the need to enter documents from the field?	Yes			

3.	Does your solution provide access to documents on a public-facing online system?	**Yes**			
4.	Does the ECM support multiple naming and archiving processes?	**Yes**			
5.	Does the ECM fully integrate with Microsoft Office applications (Word, Excel, PowerPoint, etc.)?	**Yes**			
6.	Does the ECM fully integrate with Microsoft Exchange?	**Yes**			
7.	Does your solution support email archiving and management capabilities?	**Yes**			
8.	Does the ECM allow access to documents by an Apple iOS or Android device?	**Yes**			
9.	Does the ECM allow access to documents via web browser? If so, list the compatible browsers and versions in the Comments section.	**Yes**			**Supported Internet Explorer versions** The product group makes every effort to validate that SharePoint functionality works correctly with released versions of Internet Explorer. Customers who want a more deeply validated browser interaction experience should strongly consider Internet Explorer. **Internet Explorer 11, Internet Explorer 10, Internet Explorer 9, Internet Explorer 8**

#		Out of the Box	Customization Required	3rd Party Application	Comments
					Other supported browsers **Google Chrome (latest released version)** **Mozilla Firefox (latest released version plus immediate previous version)** For example, if the latest released version is 10, then version 9 would be supported. **Apple Safari (latest released version)**
10.	How does the solution manage documents with a retention policy?	Yes			With KL Records Manager
11.	Provide examples of reports that can be used to ensure retention policies are being adhered to.				
12.	Search Capabilities				
	• Will the system accommodate full text OCR to search for and retrieve files?	Yes			
	• Does the ECM offer web-based and desktop client interface search and retrieval?	Yes			
	• Does the ECM accommodate "Full Text Indexing" (i.e. OCR) to search for and retrieve files?	Yes			
	• Does the ECM allow users to configure custom searches that they commonly use?	Yes			
Automated Workflow Specifications		**Out of the Box**	**Customization Required**	**3rd Party Application**	**Comments**

1.	Does your ECMS support document-centric, author-review-approve automated workflow capabilities?	Yes			
2.	Does your ECMS support workflow automation for processing:				
	• E-forms for internal purposes	Yes			
	• E-forms for external customer purposes	Yes			
	• Work items (documents, reports, etc.)	Yes			
	• Automatic notifications and emails	Yes			
	• Workflow status tracking	Yes			
3.	Does the system allow users to perform workflow activities using a standard web browser such as Internet Explorer and Mozilla Firefox?	Yes			
4.	Does workflow allow users to define conditions?	Yes			
5.	Can workflow be automated for a specific document type and workflow template?	Yes			
6.	Does the workflow include E-signature capabilities?	Yes			
Records Management Specification		**Out of the Box**	**Customization Required**	**3rd Party Application**	**Comments**
1.	Include the use of back end migration to optical storage or similar technology that meets the State of Montana legislative compliance requirement for permanent records storage of documents. There should be assurance that records stored in the system cannot be altered.	Yes			
2.	Create, edit and manage a corporate "file plan" / records retention schedule, which contains information used to classify records.	Yes			
3.	Create and manage the record folders (and folder volumes) that are available to help organize the file plan.	Yes			
4.	Configure the system to easily declare objects as records in native authoring tools and specify which object classes and properties to manage.	Yes			
5.	Create and manage records retention rules.	Yes			
6.	Create and manage physical boxes, folders and records.	Yes			
7.	Search for categories, folders and records.	Yes			

| 8. | Place holds against record categories or search results. | Yes | | | |
| 9. | Identify appropriate metadata for all formats and sources. | Yes | | | |

10.	Manage various record image / formats in an integrated manner.	**Yes**			
11.	Maintain the relationships between records and files, between file series and the file plan.	**Yes**			
12.	Retrieve information for personal use or to comply with Freedom of Information Act / discovery requests.	**Yes**			
13.	Construct and manage audit trails and track system usage by department and user.	**Yes**			
14.	Manage the integrity and reliability of records once they have been declared as such.	**Yes**			
15.	Identify records that are due for disposal when their prescribed retention periods elapse, managing the disposal process.	**Yes**			
16.	Provide a seamless integration of the ERMS (providing the records management logic) with an ECMS,	**Yes**			
17.	Records Manager Application will be a 100% Web-browser based application.	**Yes**			
18.	Views file plans and retention and disposition policies.	**Yes**			
19.	Provide interface capabilities to existing systems that create electronic records, via an application program interface (API) to integrate properly with the proposed ECMS.	**Yes**			
20.	ERP integration: support enterprise resource planning (ERP) systems APIs.	**Yes**			
21.	Typical Reports: Including, but limited to, the following:				
	o Ready for Destruction report	**Yes**			
	o Future Disposition Schedules report	**Yes**			
22.	Maintain the relationships between records and files, between file series and the file plan.	**Yes**			
23.	Retrieve information to comply with Freedom of Information Act / discovery requests.	**Yes**			
24.	Associate the contextual and structural data within a document.	**Yes**			
25.	Construct and manage audit trails and track system usage by department and user.	**Yes**			

		Out of the Box	Customization Required	3rd Party Application	Comments
26.	Manage the integrity and reliability of records once they have been declared as such.	Yes			
27.	Identify records that are due for disposal when their prescribed retention periods elapse, managing the disposal process.	Yes			
E-Form Specifications		**Out of the Box**	**Customization Required**	**3rd Party Application**	**Comments**
1.	Do your E-forms support the need to retain the look and feel of paper forms?	Yes			
2.	Do your E-forms support E-signatures?	Yes			
3.	Does your solution support public-facing E-forms that can be filled out and submitted on line?	Yes			

4.0   **Additional Information.**   Provide any additional information that may be of interest to the State regarding your solution.

See RFI response.